



# Box Hill TOWN HALL

## VENUE HIRE CHARGES

**Effective 1 January 2016**

Minimum of three hours hire fee applies to all bookings.  
All fees are inclusive of GST.

### **Main Hall and Lower Hall**

Monday – Friday (day)  
Monday – Thursday (evening)  
Friday (evening)  
Weekend and public holidays  
Set-up hourly rate is half the hourly rate

### **Booking Fee**

\$433 plus \$225 per hour  
\$433 plus \$225 per hour  
\$814 plus \$225 per hour  
\$814 plus \$225 per hour  
\$85 per hour

### **Wedding Receptions**

Exclusive use of Box Hill Town Hall \$5,264

### **Whitehorse and Matsudo Rooms**

Monday – Friday (day) \$122 plus \$46 per hour  
Monday – Thursday (evening) \$222 plus \$102 per hour  
Weekend and public holidays \$415 plus \$102 per hour  
Private functions \$415 plus \$144 per hour

### **Meeting Rooms**

Monday to Friday (day) \$117 plus \$46 per hour  
Monday to Friday (evening) \$117 plus \$109 per hour  
Weekends \$117 plus \$109 per hour

### **Computer Training Rooms**

Commercial organisations \$81 per hour  
Not-for-profit organisations \$44 per hour

### **Community Halls**

Commercial organisations \$81 per hour  
Not-for-profit organisations \$46 per hour

### **Whitehorse Artspace**

\$781 per event

### **Equipment Hire**

Data projectors \$175 per day / \$87.50 half day

Laptop \$50 per hire

### **Tableware**

Glasses \$1.45 each  
Cutlery \$3.95 per head  
Crockerly \$6.55 per head  
Cups and saucers \$1.65 per head  
Single items (crockerly) \$1.25 per head  
Full Table Setting \$10.70  
Table cloths \$12 each

### **Service Charge**

Additional hall keeper/dishwasher/cleaner \$40.50 per hour (minimum four hours)